

BOARD OF ARCHITECTS & LANDSCAPE ARCHITECTS

301 South Park Ave  
PO Box 200513  
Helena MT 59620  
(406) 841-2367

LANDSCAPE ARCHITECT RENEWAL APPLICATION

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE and ZIP CODE: \_\_\_\_\_

LICENSE #: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

Your Landscape Architect license will expire on June 30.

NOTE: You can also renew your Landscape Architect license on-line at [www.LicenceRenewal.mt.gov](http://www.LicenceRenewal.mt.gov)

**Renewal Fee: \$250.00**

**Renewal Fee if Postmarked after June 30: \$350.00**

In order to renew your Landscape Architect license:

1. Complete the renewal application.
2. Answer the disciplinary question at the bottom of the form.
3. Sign the renewal application.
4. Submit a check or money order for \$250.00 made payable to the Board of Landscape Architects. Do not send cash.
5. Renewals postmarked after June 30 will be assessed a penalty fee of \$100.00, increasing the total amount due to \$350.00. If the renewal is postmarked after June 30, the license will be in a lapsed status for 45 days. After the 45 days, the license will expire and the licensee is considered to be practicing without a license. The license can be reactivated for up to 2 years following the date of renewal, but all renewal and late fees are to be paid.
6. A renewal form returned to a licensee for any reason will be considered late if it is not re-postmarked by June 30.

**Incomplete or unsigned renewal applications will not be processed and will be returned.**

Yes\_\_\_\_ No\_\_\_\_ Have any legal or disciplinary actions been instituted against you since your renewal? If so, please attach copies of the document that initiated each action and all final orders. Section 37-1-105 MCA, requires that you report this information. Failure to accurately furnish the information is grounds for denial or revocation of you license.

Your Signature: \_\_\_\_\_

Date: \_\_\_\_\_